

MAINE REAL ESTATE COMMISSION
RESUME OF REAL ESTATE BROKERAGE EXPERIENCE

READ THIS PAGE BEFORE PREPARING YOUR RESUME

Pursuant to Rule Chapter 390, paragraph 9, you are required to furnish with your application for a broker license a resume of your full-time real estate brokerage production and activity for the 12 months immediately preceding the date of application.

Your resume serves as evidence to support your qualifications for a broker license and must show that you have gained through experience a thorough understanding of all aspects of real estate brokerage, including taking a transaction from the initial brokerage agreement through the closing, and that you possess the minimum skills and knowledge required to hold a broker license or to act in the capacity of designated broker for an agency.

INSTRUCTIONS

At a minimum, your resume will consist of the Brokerage Activity Report. Your resume may also include attachments describing your involvement in any brokerage related activities. You may be required to furnish additional information to supplement your resume if deemed necessary.

You must submit a separate resume for each agency with which you were affiliated during the 12 months previous to application for a broker license.

You are expected to produce a legible, well organized resume from which your professional qualifications for a broker license can be clearly discerned. Your resume may be rejected if it is not complete, legible or organized in such a manner as to facilitate evaluation of your experience.

COMPLETING THE BROKERAGE ACTIVITY REPORT

- **SECTION ONE** asks for your name, the agency with which you are/were affiliated, the length of time being documented for that agency and the number of hours per week in which you were engaged in the practice of real estate brokerage.
- **SECTION TWO** Subsections (A), (B) & (C) ask you to indicate the type and number of brokerage agreements in which you were involved during the period stated in Section One. Subsection (D) asks you to indicate any other types of brokerage activity in which you were engaged during the period documented. You are required to furnish on a separate attachment a description of the duties associated with the activities claimed in subsection (D).
- **SECTION THREE** asks for information about the closed sales/purchases you negotiated on behalf of your client and that you have indicated in Section Two (B). The total number of closed sales/purchases indicated in Section Two should match the number of sales/purchases documented in Section Three.
- **SECTION FOUR** asks for information about brokerage agreements entered into within the period stated in Section One. You are asked to document brokerage agreements that have not resulted in a sale or purchase. This includes current or expired listings, current or expired buyer broker agreements, sales/purchases that were terminated as well as those currently in progress.

PREPARING ATTACHMENTS TO YOUR RESUME

As an attachment to your application, you are required to submit descriptions of the duties associated with the activities claimed as related experience in Section Two (D). Your explanations should be brief but sufficiently detailed so as to clearly define the duties associated with the activity. Each attachment must be:

- prepared on 8½" x 11" paper, labeled Attachment to Broker License Application at the top of the page, include your name and a title identifying the type of experience being documented.
- typed or printed clearly in ink. Hand printing MUST be legible.
- neat, organized and documented in chronological order.
- reviewed, dated and signed by the agency's designated broker.

MAINE REAL ESTATE COMMISSION
BROKERAGE ACTIVITY REPORT

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Please Print - Complete ALL Sections in Full

SECTION ONE

Applicant Name _____

Brokerage conducted on behalf of (Agency Name) _____

Agency Location (City, State) _____

Designated Broker _____

Reporting brokerage conducted M____D____Y____ to M____D____Y____ Estimated Hrs per Week ____

Were you engaged in any business or profession, other than real estate brokerage, during the period indicated above?

☐ No ☐ Yes If yes, state the business or profession and number of hours practiced per week.

SECTION TWO

A- Check the types of brokerage relationships you practiced during the period stated above. (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Seller Agent | <input type="checkbox"/> Transaction Broker |
| <input type="checkbox"/> Buyer Agent | <input type="checkbox"/> Disclosed Dual Agent |
| <input type="checkbox"/> Appointed Agent | |

B- Indicate below the TOTAL NUMBER of specific types of brokerage agreements written and/or presented by you during the period stated in Section One.

AS SELLER AGENT

AS BUYER AGENT

AS TRANSACTION BROKER / DUAL AGENT

_____ Listings

_____ Buyer Representation

_____ Brokerage Agreements

_____ Offers Prepared

_____ Offers Prepared

_____ Offers Prepared

_____ Sales Pending

_____ Purchases Pending

_____ Sales/Purchases Pending

_____ Sales Closed

_____ Purchases Closed

_____ Sales/Purchases Closed

C- Indicate the TOTAL NUMBER of brokerage agreements prepared on behalf of another (client or customer) for the specific types of properties listed below during the period indicated in Section One.

Residential _____

Commercial _____

Land _____

D- Check below any other types of activity performed during the period documented. On a separate attachment, describe the duties associated with each activity claimed and include dates. Attachments must be reviewed, dated and signed by the designated broker.

- ☐ Office Manager
- ☐ Designee for Designated Broker
- ☐ In-house Training Coordinator/Instructor
- ☐ Staff Supervisor
- ☐ Develop or assist in development of Office Policy & Procedures Manual
- ☐ Other _____

OVER ➔

SECTION THREE

List in chronological order the closed sales and purchases indicated in Section Two (B). If more space is needed, you may copy this sheet or list additional sales/purchases in the format below on a separate 8½" x 11" sheet labeled Sales/Purchases Closed.

SALES/PURCHASES CLOSED

Closing Date	Description of Property (residential, commercial or land)	Sale/Purchase Price	Transaction Type (sale or purchase)	In this transaction, your client was (seller, buyer, both, neither)	Did you list this property? Yes/No

SECTION FOUR

List in chronological order brokerage agreements that have not resulted in a sale or purchase as indicated in Section Two (B). If more space is needed, you may copy this sheet or list additional agreements in the format below on a separate 8½" x 11" sheet labeled Brokerage Agreements.

BROKERAGE AGREEMENTS

Date of Agreement	Type of Agreement (listing or buyer rep)	Your Role (buyer agent, seller agent dual agent, transaction broker)	Type of Property (residential, commercial, land)	Status of Agreement (in force, expired, terminated)	Have you prepared an offer in this transaction?

APPLICANT AND DESIGNATED BROKER CERTIFICATION - *Both parties must sign this statement.*

We, the undersigned, jointly certify that the information contained in this document and all attachments represents a true and accurate account of the applicant's brokerage activity during association with the above named agency and designated broker. We understand that any material misstatement may result in the revocation or suspension of the applicant's broker license, if issued, as well as any existing license of the applicant and/or the designated broker.

Applicant's Signature _____ Date _____

Desig. Broker's Signature _____ Date _____